

# ADULT LITERACY SERVICES IN PUBLIC LIBRARIES

## Grant Application Guidelines

### Each application should include:

- 2006 LSTA Library Adult Literacy Services in Public Libraries Grant Application (form)
- LSTA Priorities Addressed in Proposal (form)
- Narrative typed and no more than 10 pages with-  
Description of Need

#### Include:

- Community need to be met by the project.
- How community need was determined.
- How requested funds meet LSTA priorities.
- Identification and description of the local targeted group.

Note: If this proposal is for a program already in place, please demonstrate the need for continued funding. Provide statistics or outputs as well as outcomes that demonstrate the program's ongoing value to justify renewed Library Literacy grant funding.

#### Plan of Operation

##### Include:

- Stated goals and objectives of the library strategic or long range plan that relates to the proposed project.
- Stated goals and objectives of the project plan (should be more specific than the related goals and objectives of the library plan)
- How intended activities address OLIS goals as outlined in "Adult Literacy Grants for Libraries General Information."
- List the intended inputs, outputs, outcomes of the project.

#### Budget Plan

See Budget Plan Instructions.

#### Evaluation Plan

IMLS/LSTA requires that state agencies include monitoring and evaluation in reports. OLIS considers an evaluation component to be a critical part of any Library Literacy Grant project.

##### Include:

- Program management tools to be used to quantify expected inputs, outputs and outcomes against actual inputs, outputs and outcomes. (i.e., surveys, pre- and post-tests, evaluation forms)
- Evaluation methods to be used to provide short and long-term indications of the project's effectiveness. (i.e., OBE Logic Model)
- Types of evidence to be collected. (i.e., anecdotal evidence, statistics)
- Monitoring schedule
- Percentage of project's total budget to cover the cost of evaluation.

- Project Activity Chart form
- Total Project Budget form

- Budget by Library Facility form (if applicable)
- Appendixes
  - Letters of commitment from directors of participating public libraries
  - Letters of support from directors of partnering non-library agencies (letters must indicate the partner's role in the project)
  - Job Descriptions of paid project staff

## **Submission of Application**

### **Paper Submission:**

**Applications submitted in paper must be received at OLIS by July 15, 2006.**

**Submit 4 copies and the original application by Library Delivery (DSL) or by U.S. Mail to:**

LSTA Adult Literacy  
Attn: Ann Piascik  
OLIS  
One Capitol Hill, 4<sup>th</sup> floor  
Providence, RI 02908-5872

## **Selection Criteria.**

Professionals from the literacy community will be appointed by OLIS to review Library Literacy proposals. The reviewers will review the applications and score the applications according to the criteria listed below. The OLIS Literacy consultant will make recommendations to the Chief of Library Services based on the reviewers' scores.

The maximum score for each proposal is 100 points with each criterion assigned a maximum number of points as follows:

Description of Adult Learner Needs (20)

Plan of Operation (35)

Budget Plan (10)

Evaluation Plan (35)

## DEFINITIONS

**Data sources:** tools, documents and locations for information that will show what happened to your target audience; sources of information about conditions being measured. (For example, pre-post test scores, surveys, focus groups, attendance records, program records, assessment reports, records from other organizations, observations, etc.) Anecdotal self-reports include interviews and open-ended surveys.

**Evaluation plan:** a clear representation of the links between the program's or project's activities, the results these activities produce, and how the results will be measured.

**Goals (targets):** the stated expectations for the performance of outcomes. Goals are stated in terms of a number and/or a percent. They may be estimated by program's past performance.

**Inputs:** how much you use or put into a program. [What amounts of time, materials, staff, etc. you utilize in carrying it out.]

**Outcomes:** what good you do. Your target audience's changed or improved skills, attitudes, knowledge, behaviors, status, or life conditions, brought about by experiencing a program. Outcomes may be immediate, intermediate, or long-term. Outcomes rarely include institutional benefits.

**Outputs:** how much you do. Outputs are measurable; they can be counted.

**Program:** activities and services leading toward independent outcomes. Programs generally have a definite beginning and end and are designed to change attitudes, behaviors, knowledge, or increase skills and abilities based on assumed need.

**Program purpose:** relates to the organization's mission statement (or long-range plan) and defines the audience, outcomes, and services. The program purpose is driven by assumptions about need. Assumptions can be drawn from formal or informal research, the program's prior experiences, or a program partner's experiences.

# Budget Plan Instructions

Include in the Budget Narrative

- Links between the Financial Budget objectives and the Project Plan objectives
- Management of project budget
  - Staff
  - Tools
- Cost-effectiveness of the project.
  - Detail of salary budget.
    - Provide basis of salary or hourly rate per position detailed.
  - Travel expense justification.
    - Provide breakdown of the travel budget.
  - Equipment purchase justification
    - Provide cost analysis of equipment requested.
- Why LSTA grant funds are needed. \*
- Sources of other funding\*\*
- Outsourcing services justification

Complete the Total Project Budget form and Budget by Library Facility form, if more than one library facility is funded.

\* LSTA funds should not be used to supplant other funding.

\*\* Explain if the receipt of other funding is contingent on receiving LSTA Library Literacy grant funding.

# Grant Administration

## Requesting Funds

- When a grant award has been made, requests for payment of grant funds may be submitted no more than once each thirty days for expenses already incurred and/or anticipated within the next 30 days.
- After the first request, subsequent requests for payment should be accompanied by a brief description of how project funds in the last request for payment were spent.
- The final ten percent of project funds may not be requested until the final report for the project has been submitted.
- Project(s) must be completed with all funds expended.

## Reporting

1. A mid-project progress report will be due in March 2007.
2. A final written report is due no later than October 31, 2007. The final report should describe to what extent the objectives were achieved. Reports should include information about the following:
  - Activities (services)
    - Identify the activities and services provided and to whom.
  - Participants
    - Describe some common characteristics (if applicable).
  - Inputs
    - Report what and how much was used for the project.
  - Outputs.
    - Report how much was done. List the activities or services carried out. Report the number of units delivered and to whom.
  - Outcomes.
    - Report what good was done. What changed as a result of the effect of an institution's activities and services on the people it serves? Report how this was measured.
  - Overall evaluation of the project.
    - Summarize all of the above.
  - Final report on project expenditures.
    - Include relationship to outcomes.

Note: Read about Outcome-Based Evaluation (OBE) at [www.ims.gov/grants/current/crnt\\_obc.htm](http://www.ims.gov/grants/current/crnt_obc.htm).

3. Grant recipients will be asked to share information about their project for reporting to Institute of Museums and Library Services (IMLS). See LSTA Stories<sup>1</sup>.
4. Grant recipients may be asked to share information about their project with the public library community, for example, with a brief article for the LORI website or a presentation at a library-related meeting.

1. LSTA Stories: As part of our evaluation of the Library Services and Technology Act, both for us and the Federal government, we gather anecdotal information about the ways that LSTA grant projects have benefited individuals and community groups. For examples and guidelines see LSTA in Rhode Island (<http://www.ala.org/washoff/RI.html>) or contact Beth Perry, [bethpy@gw.doa.state.ri.us](mailto:bethpy@gw.doa.state.ri.us), 401-222-5775.

**2006 LSTA ADULT LITERACY SERVICES IN PUBLIC LIBRARIES  
GRANT APPLICATION**

**Project Title:**

--

**Amount Requested:**

**\*\*Total Library Budget for Participating Libraries:**

--	--

**Target Population Size:**

**\*\*\*Municipalities Population for Participating Libraries:**

--	--

**\*\*\*Project Staff (FTE@40hr/wk):**

**\*\*\*Participating Library/Libraries Staff (FTE@40hr/wk):**

--	--

**\*\*Participating Libraries (codes):**

**\*\*Congressional Districts of Participating Libraries:**

--	--

**Grant Administrator (signature and date):**

--

**Grant Administrator (type name and title):**

--

**Grant Administrator Phone Number**

**Grant Administrator email**

--	--

**Director for the Library administering grant (signature and date):**

--

**\*Submit original and four copies to OLIS. Faxed applications not accepted. Completely fill out the form with data. Do not reference other documents.  
\*\*Participating Libraries are libraries financed by the project. Total library budget includes all operational allocations, not just library literacy. Code is the 3 letter LORI library delivery code.  
\*\*\*Total for all Library Facilities Participating in the project.**

# LSTA Priorities Addressed in Proposal

**Project Title:**

--

**LSTA priorities addressed: (check all that apply)**

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages
- ☐ Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks
- ☐ Providing electronic and other linkages among and between all types of libraries
- ☐ Developing public and private partnerships with other agencies and community-based organizations
- ☐ Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills; and
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty level.

## PROJECT ACTIVITY CHART

**Project Title:**

[illegible]



# Budget by Library Facility

October 1, 2006 – September 30, 2007

**Project Title:**

--

Budget Line Item	\$ amount of LSTA Funding	% of LSTA Funding	\$ amount of Other Funding	% of Other Funding
A. Salary and Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
E. Contractual Services				
F. Library Materials				
G. Program Evaluation				
H. Printing Costs				
I. Other (specify)				
Total Budget				

# Total Project Budget

October 1, 2006 – September 30, 2007

**Project Title:**

--

Budget Line Item	\$ amount of LSTA Funding	% of LSTA Funding	\$ amount of Other Funding	% of Other Funding
A. Salary and Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
E. Contractual Services				
F. Library Materials				
G. Program Evaluation				
H. Printing Costs				
I. Other (specify)				
Total Budget				